

MINUTES OF THE MEETING OF THE NORTH ISLAND COLLEGE EDUCATION COUNCIL HELD
AT THE COMOX VALLEY CAMPUS ON FRIDAY, APRIL 15, 2016

APPROVED

PRESENT: Dennis Lightfoot, Faculty, Comox Valley (Chair)
Nadia Belfrage, Student, Comox Valley
Tony Bellavia, Administration
Marie Ducharme, Faculty, Comox Valley
Darren George, Faculty, Campbell River
Kathleen Haggith, Administration
Brad Harsell, Faculty, Campbell River
Caitlin Hartnett, Faculty, Mt. Waddington (ITV)
Shari Jakubiec, Support Staff, Comox Valley
Kathleen Kuhnert, Administration
Brooke McIntosh, Support Staff, Campbell River (ITV)
Bill Morrison, Faculty, Ucluelet
Mary Pat Thompson, Faculty, Comox Valley
Kara Foreman, Recording Secretary (**RS**)

REGRETS: Mariah Carpenter, Student, Campbell River
Lisa Domae, Administration
Tal Evans, Student, Comox Valley
Ulysse Ishimwe, Student, Comox Valley
RaeAnn Hartman, Faculty, Comox Valley
Judith Marriott, Faculty, Comox Valley
Mac Newton, Faculty, Comox Valley
John Bowman, President
Vi Mundy, Board of Governors Representative

1. Declaration of Quorum

D. Lightfoot declared quorum at 12:30pm. He welcomed new student member, Nadia Belfrage, and called for a round of introductions.

2. Adoption of Agenda

Moved by D. George / Seconded by K. Haggith TO APPROVE THE AGENDA FOR APRIL 15, 2016.

MOTION CARRIED

3. Review of Minutes of the Meeting

Moved by T. Bellavia/ Seconded by S. Jakubiec TO APPROVE THE MINUTES OF THE MEETING OF FEBRUARY 12, 2016.

Approved as presented.

MOTION CARRIED

4. Business Arising - None

5. Committee Reports

5.1 Education Council Chair Update/Information

D. Lightfoot reviewed his report. There were no questions.

5.2 Planning and Standards Committee

Minutes from February 26 and April 1, 2016

Moved by K. Kuhnert / Seconded by T. Bellavia TO APPROVE REVISIONS TO POLICY 3-12 INSTRUCTIONAL KEY DATES AND RESCIND POLICY 3-24 READING BREAK EFFECTIVELY IMMEDIATELY.

K. Kuhnert stated that this policy was last updated in 2002. The revisions included a title change, updated language to make it more open and, in order to minimize overlapping policies, included language about Reading Break, which allows us to rescind Policy 3-24.

Discussion:

Q; Who is responsible for getting the scheduling information to you?

A; The Registrar is responsible for gathering the information for key dates a year in advance. Then it is brought to the Senior Education Team (SET) for approval in June, and the final schedule is brought to Education Council for information at the October meeting.

MOTION CARRIED.

5.3 Fast Track Committee

No meeting.

5.4 Curriculum Committee

Minutes of Curriculum Meetings – February 19 and March 18, 2016

Documents for Review

5.4.1 Program Revision – Welding Levels A&B

Moved by K. Haggith / Seconded by B. Harsell TO APPROVE THE PROGRAM REVISION.

EFFECTIVE/START DATE: FA 2016 (retroactive 2014 FA)

Rationale:

The removal of B&A came through EdCo in 2014 as a package program revision with the level C removal and addition of a new foundation program. With critical feedback from the welding articulation group against the apprenticeship model, the ITA quickly reinstated levels B&A back in 2014, but NIC had removed the programs through EdCo. This paperwork is now being submitted so that the B&A levels can be accurately reflected on the website and within the system as an offered program. This revision backdates to 2014 FA.

Discussion:

Concern was expressed about the reference to the ITA website in the Admission Requirements. Content on the ITA site is unclear and the minimum work-based hours are only a recommendation, not a requirement. This contradicts NIC's prerequisite requirements and current practice. As it is written, students could challenge these requirements. It was recommended that the actual required hours be clearly stated in the Admission Requirements.

After discussion **it was agreed** that this feedback be sent to the Department and this revision move forward as it is presented.

MOTION CARRIED

1 OPPOSED

Action Item

K. Kuhnert will forward this feedback to the Department.

5.4.2 New Course – KWA 097 Introduction to Kwak'wala II

Moved by K. Haggith / Seconded by B. Morrison TO APPROVE THE NEW COURSE.

EFFECTIVE/START DATES: FA 2016

Rationale:

The Adult Basic Education Department strongly believes in the importance of Indigenous languages and is committed to assisting local Indigenous communities with their retention and revitalization. The Adult Basic Education Department of North Island College is designed to validate cultural aspirations and identity and motivate academic excellence. As such, we recognize the need to develop and incorporate Indigenous Languages into programming at the Adult Basic Education level. The development of this course will allow for the inclusion of culturally and socially relevant learning activities and assist the college to provide a platform to assist local First Nations with programs that are relevant to the individual students and encourage learners to begin speaking, practicing, and bringing their respective languages into the community. This course will also provide students with a relevant ABE course that they can use toward their Dogwood.

Discussion:

It was noted that some changes were not made to the CDW after the Curriculum Committee meeting. Council approval is based on these changes being made prior to submission to Student Records Office for processing.

Revisions required

#15 Description: remove in 2nd sentence “that build on the language learned in the previous course”

#20 Student Evaluation: use the same language as in KWA 096

#22 Instructor Qualification: Move “Willingness to co-teach...” to #23 Additional Information

MOTION CARRIED.

5.4.3 ITEMS 5.4.3 – 5.4.5 APPROVED as a bundle.

Program Revision – Hospital Unit Clerk

Moved by K. Haggith / Seconded by K. Kuhnert TO APPROVE THE PROGRAM REVISION AND THE COURSE REVISIONS TO HUC 101 AND HUC 103.

EFFECTIVE/START DATE: FA 2017

Rationale:

This program change reflects the programs that are offered at Camosun and VIU, all of which have employees at Island Health. Changes include:

- *Modifying the pharmacology course from 48 to 30 hours with proportionate credit reduction from 1.5 to 1.*
- *Modifying Anatomy, Physiology & Medical Terminology to increase hours from 60 to 72 hours with proportionate credit increase from 2.0 to 2.5.
This results in program hours being reduced from 327 to 321.*
- *And changes to Instructor Qualifications to reflect the qualifications of the individual who is teaching in the program for a number of years.*

Discussion:

None

MOTION CARRIED.

**5.4.4 Course Revision – HUC 101 Anatomy, Physiology & Medical Terminology
Approved as a bundle**

**5.4.5 Course Revision – HUC 103 Introduction to Pharmacology
Approved as a bundle**

5.4.6 Program Revision BBA General Management

Moved by K. Haggith / Seconded by M. Ducharme TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2016

Rationale:

To allow a block transfer from a Tourism & Hospitality Diploma (all options) directly into the 3rd year of the Bachelor of Business Administration Degree for General Management Major.

Discussion:

Question about why the program would include an elective from another institution. This is not part of the submitted revisions so it was agreed that this question will be forwarded to the department.

MOTION CARRIED.

Revisions required – per motion carried in 5.4.7

Add “North Island College’s” before diploma name.

5.4.7 Program Revision BBA Marketing

Moved by K. Haggith / Seconded by T. Bellavia TO APPROVE THE PROGRAM REVISION

EFFECTIVE/START DATE: FA 2016

Rationale:

To allow a block transfer from a Tourism & Hospitality Diploma (all options) directly into the 3rd year of the Bachelor of Business Administration Degree for General Management Major.

Discussion:

Question about whether the department will accept any Tourism and Hospitality Management Diploma or should this specify NIC's T&H program.

MOTION CARRIED.

Moved by K. Kuhnert / Seconded by K. Haggith TO SPECIFY NORTH ISLAND COLLEGE'S TOURISM AND HOSPITALITY MANAGEMENT DIPLOMA IN THE PROGRAM REQUIREMENTS OF BOTH PROGRAM REVISIONS – BBA GENERAL MANAGEMENT AND BBA MARKETING

Revisions required

Add "North Island College's" before diploma name.

MOTION CARRIED.

6. New Business - None

7. Correspondence/Information

7.1 Program Suspension Extension – Drafting

T. Bellavia stated that per Policy 3-20, program suspension falls under the office of the VP for Learning and Students, then comes to Education Council for information. A suspension of this program was provided in 2014 and the process allows a 2 year window to review. That 2 year window is coming to an end in June, however, the Dean of Trades & Technology has reviewed the program and there is still work to be done in order to make a final decision on this program. A decision was made to extend the suspension for at least one year to allow further review.

Discussion:

Question about whether this suspension is affecting students in any other Trades programs. It was clarified that individual drafting courses are being offered in other Trades programs as required.

7.2 Update on Budget 2016/17

This update was provided for information. There were no questions or comments.

8. Meeting Evaluation – Roundtable Discussion

It was generally agreed that it was a good meeting.

9. Next Meeting – May 13, 2016

10. ADJOURNED AT 1:28pm